

Message Text

UNCLASSIFIED

PAGE 01 TUNIS 04497 221455Z

ACTION NEA-11

INFO OCT-01 ISO-00 PER-05 MMO-01 /018 W

-----020481 221822Z /45

R 221425Z JUN 78

FM AMEMBASSY TUNIS

TO SECSTATE WASHDC 1579

UNCLAS TUNIS 4497

E.O. 11652: N/A

TAGS: AFSP, AMGT

SUBJ: HIRING LIMITATION

1. IT IS REQUESTED THAT THE EMBASSY BE GIVEN PERMISSION TO
FILL THE FOLLOWING UPCOMING VACANCY:

A. POSITION TITLE: PERSONNEL ASSISTANT

B. POSITION NO 14 (STAFFING PATTERN DATED MARCH 31)

C. DESIGNATION: CORE

D. PRESENT INCUMBENT RESIGNING JUNE 30 FOR PERSONAL REASONS.

2. PERSONNEL SECTION HAS ALREADY LOST ONE POSITION WITHIN
LAST YEAR AND CANNOT AFFORD TO LOSE ANOTHER ONE. NOT INCLU-
DING RECEPTIONIST/SWITCHBOARD OPERATOR, SR DOCUMENTATION
ASSISTANT WHO PERFORMS ALL LIAISON WORK WITH FOREIGN MINISTRY,
CUSTOMS, ETC, RE DIPLOMATIC NOTES, VISAS, CUSTOMS CLEARANCE,
AND VEHICLE REGISTRATION, AND TRAVEL ASSISTANT WHO SPENDS
100 PERCENT OF HERTIME PROVIDING TRAVEL FUNCTIONS FOR
ENTIRE MISSIO, THE PERSONNEL SECTION CONSISTS OF THREE
FSLs PERFORMING TRUE PERSONNEL SERVICES FOR SOME 100
AMERICAN EMPLOYEES AND 168 FSLs AT POST.

3. INCUMBENT OF POSITION NO 14 IS RESPONSIBLE FOR 90

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PERCENT OF ALL TYPING AND ALL TRANSLATIONS DONE BY THE
SECION. IN ADDITION, INCUMBENT MAINTAINS ALL PER
SUBJECT AND AMERICAN PERSONNEL FILES AND THE POST REPORT
FILES; KEEP TIME AND ATTENDANCE CARDS FOR ADM & PER;
MAINTAINS MANUALS; AND PREPARES TM MESSAGES, WELCOME KITS,
POST'S NEWSLETTER, STAFFING PATTERNS, TELEPHONE LISTS,
DUTYROSTER, ETC. POST HAS SEVERAL POTENTIAL CANDIDATES

FROM USAID WHO COULD BE TRANSFERRED INTO POSITION.

4. PLEASE ADVISE.
MULCAHY

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NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 jan 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 22 jun 1978
Decaption Date: 01 jan 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 jan 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1978TUNIS04497
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Expiration:
Film Number: D780260-1204
Format: TEL
From: TUNIS
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1978/newtext/t19780628/aaaaayjt.tel
Line Count: 66
Litigation Code IDs:
Litigation Codes:
Litigation History:
Locator: TEXT ON-LINE, ON MICROFILM
Message ID: f4033a83-c288-dd11-92da-001cc4696bcc
Office: ACTION NEA
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 2
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: n/a
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
Review Date: 29 mar 2005
Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: N/A
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 2235674
Secure: OPEN
Status: NATIVE
Subject: HIRING LIMITATION
TAGS: AFSP, AMGT
To: STATE
Type: TE
vdkgvwkey: odhc://SAS/SAS.dbo.SAS_Docs/f4033a83-c288-dd11-92da-001cc4696bcc
Review Markings:
Sheryl P. Walter
Declassified/Released
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EO Systematic Review
20 Mar 2014
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